

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull a Completion Report

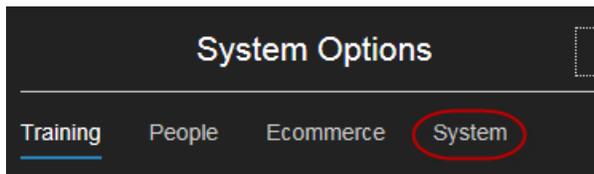
Step 1: Click on My Responsibilities



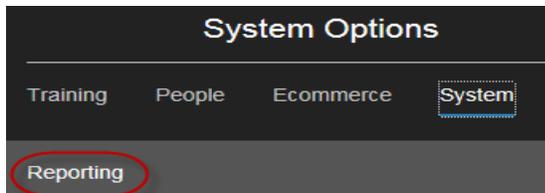
Step 2: Click on the area depicted by the red circle



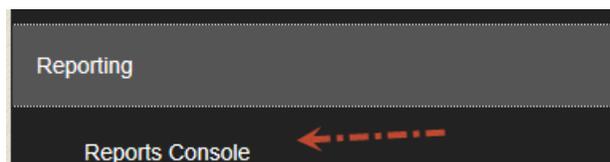
Step 3: Click on System



Step 4: Click on Reporting



Step 4: Click on Reports Console



# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull a Completion Report

Step 5: Type in progress for the Search Text and then click search

### Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

**Search**

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search for more specific search criteria for your search.

**Search Text**  × Create New Go

**Search Type**  ▼

Search ←

Step 6: Click on Organization Report – Training Progress

Organization Report - Training Progress Standard

view training progress information for users, including score (if available). Detailed information i...

Step 7: Click select

### Organization Report - Training Progress

No Rating Available

View training progress information for users, including score (if available). Detailed information is available through drill-down reports.

Select Schedule Report

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull a Completion Report

Step 8: Click select, then type in the name of the appropriate organization for which you want the data, populate include sub-organizations, choose active, choose completion for the progress status, click classroom (this can also be for online), populate your date parameters, and click run report.

**Organization Report - Training Progress**

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Organization:

Include sub-organizations

User Activity: Active

Progress Status: Completed

Training Type:

- Announcement
- Blogs
- Certification
- Classroom
- Curriculums
- Document
- FAQs
- Online
- On-the-Job Training
- Test

Start Date: 7/1/2016  12:00 AM

End Date: 10/6/2016  Midnight

# Records (per page): 25

Layout: Default